Utah STATE OFFICE of Education

USOE - *SIS* 2000+

Youth In Custody Program

Youth in Custody (YIC) Records for Students in SIS 2000+

For Information/Clarification - Contact: **Travis Cook (USOE)** – 801-538-7711 -
travis.cook@schools.utah.gov for your LEA schools.

RECORD TYPE "S3=" (Required October and Year End)
For the October and Year End updates, the Clearinghouse will expect an "**S3**" record for each YIC student
that has been in attendance within a YIC residential facility; self contained YIC classroom, or has been
provided YIC services while attending class in a mainstream setting (ISI-1 or ISI-2) in a regular high school
at any time period covered by the upload. For those students that may have multiple ENTRY/EXITS in the
YIC setting, multiple "**S3**" records should be included in the update. If a student changes CUSTODY TYPE
or TIME code during the year, an "S3" must be sent in for each one. Only 1 "S3" can be active for a
student at any given time – for multiples, the entry and exit dates cannot overlap.

YIC Documentation is found:

## DATA CLEARINGHOUSE UPDATE TRANSACTIONS

(Revised: April 13, 2010)

THE RECORD LAYOUTS, ITEM DESCRIPTIONS, AND VALIDATION RULES OUTLINED IN THIS
VERSION WILL BE IN EFFECT BEGINNING WITH 2010-2011 OCTOBER 1 PROCESSING.

FIRST COLLECTION OF CERTAIN DATA [I.E. NEW 'S3', 'I1', 'I2' RECORDS] WON'T BE
UNTIL YEAR END (SUMMER 2011) BUT ARE DOCUMENTED HERE TO PROVIDE THE INFORMATION
AS TO WHAT WILL HAVE TO BE COLLECTED DURING THE SCHOOL YEAR FOR UPLOADING IN
SUMMER 2011. THIS IS THE FIRST DRAFT OF THESE NEW RECORDS AND IT'S POSSIBLE,
EVEN LIKEY, THAT THEY'LL CHANGE.

Pages **36 -37** for clarification.

Students who go in and out of YIC Services will be entered as Regular Education students in Enrollment
but, their Services will change to YIC in the YIC module. Adding students to the YIC Program will be the
same procedure as adding students into Special Education Programs.

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Entering students - Youth In Custody (YIC):
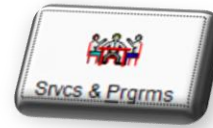
YIC module is located in the Services & Programs Module

Select **YIC** Module.
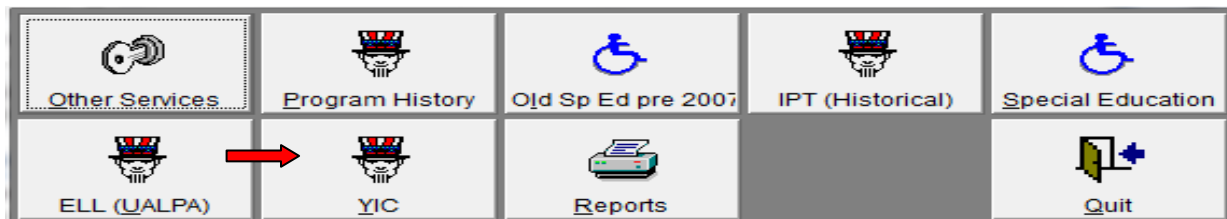
Select **Find** to locate the student you want to add to the YIC Program Services.

After locating the student, select **Add**:

When first selecting the services to enter the student into YIC, make sure you know what to select by reading the documentation in the Clearinghouse Update Transactions - Pages 36 -37.

Custody Type:
Code   Meaning
BOIA –   Bureau of Indian Affairs
DCFS –   Division of Child and Family Services
DJJS –   Division of Juvenile Justice Services

Time Codes:
Code   Meaning
A -   1-59 Minutes of youth in custody related service (ISI-1).
**B -   60-179 Minutes of youth in custody related service (ISI-2).**
C -   180 min. or more of youth in custody related service (Self-Contained)

NOTE 1: Codes 'A' (ISI-1) and 'B' (ISI-2) will be treated the same as SCRAM "Resource" as they relate to *membership* in that a day of YIC membership under codes 'A' and 'B' is also a day of school membership.

NOTE 2: Code 'C' will be treated the same as SCRAM "Self Contained" as it relates to *membership* in that a day of YIC membership under code 'C' is *not* a day of school membership.

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Select the **YIC Code / Custody Type / Time Code** that applies to the student from the Program drop-down menu:

YIC BOIA ISI-1
YIC BOIA ISI-2
YIC BOIA Self Contained
YIC DCFS ISI-1
YIC DCFS ISI-2
YIC DCFS Self Contained
YIC DJJS ISI-1
YIC DJJS ISI-2
YIC DJJS Self Contained
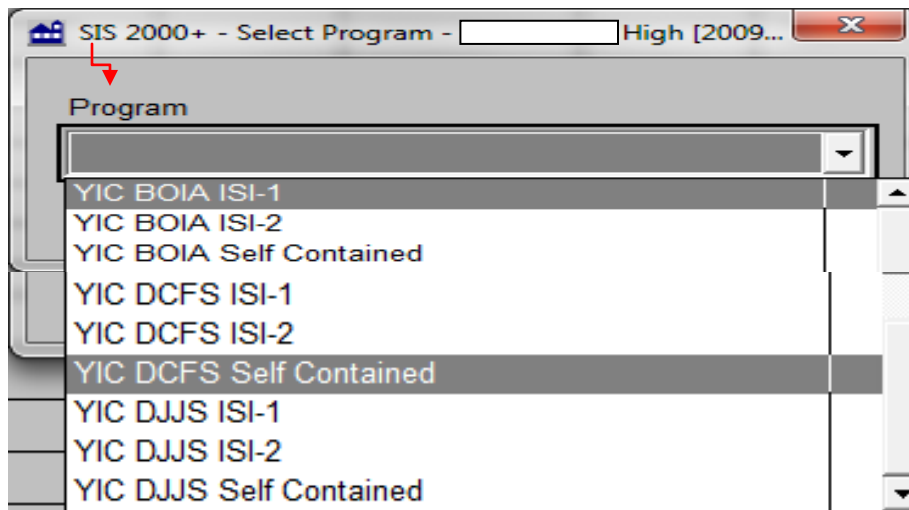
SIS 2000+ Menu Definitions:

SIS2000+ YIC Code	Custody Type	Time Code
YIC BOIA ISI-1	Bureau of Indian Affairs -	1-59 Minutes (ISI-1)
YIC BOIA ISI-2	Bureau of Indian Affairs -	60-179 Minutes (ISI-2)
YIC BOIA Self Contained	Bureau of Indian Affairs -	180 min. or more (Self-Contained)
YIC DCFS ISI-1	Division of Child And Family Services -	1-59 Minutes (ISI-1)
YIC DCFS ISI-2	Division of Child And Family Services -	60-179 Minutes (ISI-2)
YIC DCFS Self Contained	Division of Child And Family Services -	180 min. or more (Self-Contained)
YIC DJJS ISI-1	Division of Juvenile Justice Services -	1-59 Minutes (ISI-1)
YIC DJJS ISI-2	Division of Juvenile Justice Services -	60-179 Minutes (ISI-2)
YIC DJJS Self Contained	Division of Juvenile Justice Services -	180 min. or more (Self-Contained)

Entry Date –   Entry Date 04/22/2010   ⏷

YIC ENTRY DATE: (Col 019-026; Required) This is the date the student **first began receiving YIC related services** for this CUSTODY TYPE and TIME. This date must include the century. The format is **YYYYMMDD.**

ENTRY/EXIT dates cannot overlap.

Status is **Active –**   Status Active   ⏷

Environment - Environment Public Residential Facility   ⏷

ENVIRONMENT: (Col 019 ; Required) Identifies the type of educational setting in which the student receives youth in custody related services.

Environment Codes:
CODE   MEANING:
H -   **Homebound/Hospitalized**
R -   **Public Residential Facility**
T -   **Private Residential Facility**
V -   **Regular School setting**

YIC Exit Date - Exit Date [   ] ⬇

YIC EXIT DATE: (Col 027-034 ; Optional unless there is a YIC EXIT REASON) This is the day *following* the last day the student received YIC related services for a particular CUSTODY TYPE and TIME. This date must also include the century. The format is **YYYYMMDD.** If the student is still receiving YIC related services or at year-end was still receiving services, please leave this field blank.
A valid date must be present if YIC EXIT REASON is entered

YIC EXIT REASON: (Col 035 ; Optional unless there is a YIC EXIT DATE) This code identifies the reason this student exited YIC related services.

YIC Exit Codes (Reason Codes):
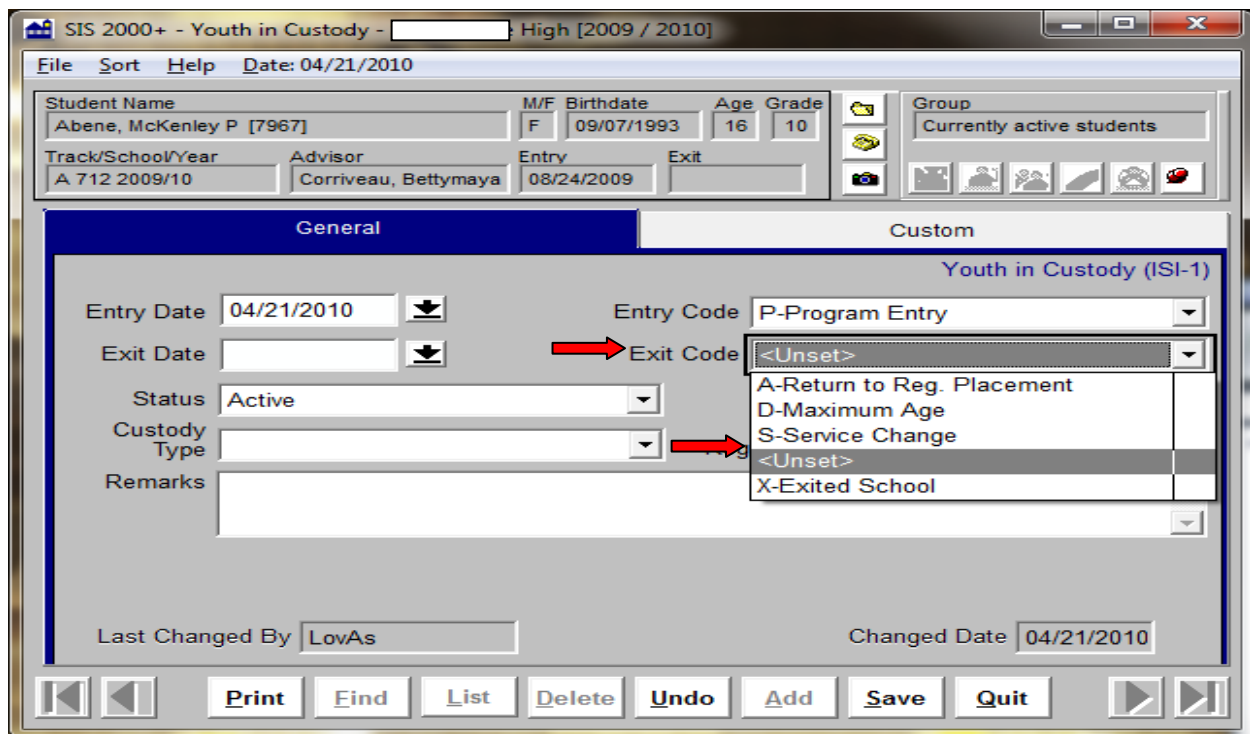
A -Return to Reg. Placement
D -Maximum Age
S -Service Change
X -Exited School
<Unset>/Blank – if student has not exited YIC Service

Blank - If YIC EXIT DATE is left blank

A valid YIC EXIT REASON must be entered if a YIC EXIT DATE is entered.

Example of a YIC Student Record:

YIC MEMBERSHIP: (Col 036-038 ; Required at Year End) YIC aggregated membership.
This field should reflect the total aggregate days of membership within this CUSTODY TYPE and TIME code accurate up to the day you create the Clearinghouse update file. If a Student moves from one CUSTODY TYPE and/or TIME code to another during the year, then multiple "**S3**" records should be included in the update, each one reflecting membership in a separate CUSTODY TYPE and TIME code. Membership days should be reported **in 180 day equivalent days** (see page 5 for 180 equivalent calculations).

NOTE: School membership (S1) [plus] self-contained YIC membership (TIME = 'C') cannot exceed 180 days.

Remarks

Remarks (optional) can be put in for specific information for the LEA.

Quick Guide Reference

SIS2000+ YIC Code	Custody Type	Time Code
YIC BOIA ISI-1	Bureau of Indian Affairs -	1-59 Minutes (ISI-1)
YIC BOIA ISI-2	Bureau of Indian Affairs -	60-179 Minutes (ISI-2)
YIC BOIA Self Contained	Bureau of Indian Affairs -	180 min. or more (Self-Contained)
YIC DCFS ISI-1	Division of Child And Family Services -	1-59 Minutes (ISI-1)
YIC DCFS ISI-2	Division of Child And Family Services -	60-179 Minutes (ISI-2)
YIC DCFS Self Contained	Division of Child And Family Services -	180 min. or more (Self-Contained)
YIC DJJS ISI-1	Division of Juvenile Justice Services -	1-59 Minutes (ISI-1)
YIC DJJS ISI-2	Division of Juvenile Justice Services -	60-179 Minutes (ISI-2)
YIC DJJS Self Contained	Division of Juvenile Justice Services -	180 min. or more (Self-Contained)